

Adel Teamsters #238 (Police)

7/1/2006 6/30/2007

ADEL / TEAMSTERS #238 (POLICE)

06-07

COLLECTIVE BARGAINING AGREEMENT

between

**CITY OF ADEL, IOWA
POLICE DEPARTMENT**

and

**TEAMSTERS LOCAL UNION 238
AFFILIATED WITH
THE INTERNATIONAL BROTHERHOOD
OF TEAMSTERS**

JULY 1, 2006

through

JUNE 30, 2007

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AGREEMENT

This Agreement entered into this 1st day of July, 2005, by and between the City of Adel, Iowa, Police Department, hereinafter referred to as the "Employer," and the Teamsters Local Union 238, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the "Union," represents the complete and final agreement between the Employer and the Union. Throughout this Agreement, wherever the word "Act" appears, this refers to the Iowa Public Employment Relations Act, identified as Senate File 531, which was signed into law on April 23, 1974.

ARTICLE 1 RECOGNITION

The Employer recognizes the Union as the exclusive bargaining representative for all regular full-time and regular part-time employees of the City of Adel Police Department including all patrol officers, sergeants and administrative assistants as set forth in the Iowa Public Employment Relations Board Order of Certification, Case No. 6896, dated October 13, 2004, which excludes the Chief of Police, all supervisors and all other employees of the Police Department, including those specifically excluded by Iowa Code section 20.4.

ARTICLE 2 SEPARABILITY AND SAVINGS

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

ARTICLE 3 EMPLOYER RIGHTS

The Employer shall have, in addition to all powers, duties and rights established by law, the exclusive power, duty, and right, including, but not limited to: plan, direct and control the work of its employees; suspend or discharge employees for proper cause; develop and enforce rules for employee discipline; schedule working hours and require overtime work; determine employee qualifications; schedule vacations; make inspections; relieve employees from duties because of lack of work or for other legitimate reasons; determine what work or services shall be purchased or performed by the unit employees; change or eliminate existing methods, means, assignments, and personnel by which operations are to be conducted; establish production standards; establish, change, and enforce work schedules; abolish, create, or change jobs and their duties; determine the number and times of shifts; and manage the operation in the traditional manner. It is agreed that the enumeration above shall not be deemed to exclude other areas not specifically enumerated.

ARTICLE 4 NO STRIKE - NO LOCKOUT

The parties agree to faithfully abide by the applicable provisions of the Act. Neither the Union, its officer or agents, nor any of the employees covered by this Agreement will engage in, encourage, sanction, support or suggest any strikes, slowdowns, boycotting, sit-ins, mass resignations, mass absenteeism, willful absence from one's position, work stoppage, or any activity covered in Section 12 of the Act.

The Employer pledges that it will not engage in a lockout during the term of this Agreement as a result of a labor dispute with the Union.

ARTICLE 5
NON-DISCRIMINATION IN EMPLOYMENT

There shall be no discrimination in employment by the Employer or the Union toward any employee because of their membership in, or non-membership in, the Union. The parties will not discriminate against an employee because of an employee's support or non-support, or participation or non-participation in Union affairs and/or activities.

ARTICLE 6
GRIEVANCE PROCEDURE AND ARBITRATION

Any matter of dispute that may arise between the Employer and an employee regarding an alleged violation of an expressed provision of this Agreement shall be handled in accordance with the following procedure:

Step 1. An employee, with or without a Union steward present, shall discuss the complaint or problem orally with his/her supervisor within five (5) workdays following its occurrence in an effort to resolve the problem in an informal manner.

Step 2. Within five (5) workdays after the discussion in Step 1, or if no decision has been made, the employee may then present the grievance in writing to the Chief of Police. The grievance shall state the nature of the grievance, shall note the specific clause or clauses allegedly violated, and shall list the facts and witnesses as they are known to be at that time. The Chief shall respond in writing within five (5) workdays.

Step 3. Within five (5) workdays after the decision in Step 2, or if no timely decision has been made, the employee may then present the written grievance to the Mayor, who shall respond within five (5) workdays. Grievances involving discipline or discharge will start at this step.

Step 4. If not resolved at Step 3, the grievance may be submitted to arbitration within ten (10) workdays after the decision in Step 3, or if no decision has been made, said grievance may be submitted to arbitration by submitting written notice to the Mayor. Such notice shall specify the article(s) and section(s) of the Agreement alleged to have been violated. The parties shall promptly meet to attempt to agree on an arbitrator. If they are unable to agree, the Union will request the Federal Mediation and Conciliation Service or the Public Employment Relations Board to submit to the parties a list of seven (7) arbitrators, from which list the parties shall select one (1) arbitrator. Either party may reject one list and request a different list. The rejecting party will pay any costs associated with obtaining the different list. Such selection shall be by agreement, if possible; otherwise, by the parties alternately eliminating names from the list, with the Union having the first strike.

All grievances must be taken up promptly, and awards and settlements thereof shall in no case be made retroactive beyond the date on which the grievance was first presented in the grievance procedure. If a grievance is not presented within the time limits specified in this Article, it shall be considered waived. If a grievance is not appealed to the next Step within the specified time limits, it shall be considered settled on the basis of the Employer's last answer. If a grievance at Step 1 or Step 2 is not timely answered by the Employer, it may automatically be referred to the next Step.

The fees and expenses of the arbitrator shall be shared equally by the parties. Each party shall pay its own cost of preparation and presentation for arbitration. The arbitrator shall have no power to change, alter, ignore, nullify, detract from or add to the provisions of this Agreement. The parties are precluded from presenting any facts or witnesses to the arbitrator that were not presented at an earlier step in the grievance procedure. The arbitrator's decision shall be final and binding on all parties.

All grievance and arbitration meetings under this Article are to be held in private and are not open to the public.

The time limits at any step in the grievance and arbitration procedure may be extended on a specific case basis, upon mutual written agreement between the Union and the Employer.

If the employee files any claim or complaint in any forum other than under the grievance procedure of this Agreement, then the Employer shall not be required to process the same claim or set of facts through the grievance procedure.

ARTICLE 7

SENIORITY

Seniority means an employee's length of continuous service with the Employer since their last date of hire.

All new employees in peace officer positions shall serve a probationary period of twelve (12) months. All new employees in non-peace officer positions shall serve a probationary period of six (6) months. Probationary employees may be terminated for any reason without recourse to the grievance procedure. Upon satisfactory completion of the probationary period, the employee will be placed on the seniority list and his/her seniority will be determined from the date of hire.

An employee shall lose her/his seniority and the employment relationship shall be broken and terminated as follows:

- (a) Employee quits.
- (b) Employee is discharged.
- (c) Employee is absent from work without notice to the Employer.
- (d) Failure to report for work at the end of a leave of absence.
- (e) Failure to report to work within five (5) workdays after being notified to return to work following layoff, when notice of recall is sent by certified mail to employee's last known address, according to the Employer's records.
- (f) Employee is off work for any reason for twelve (12) months or the length of the employee's seniority, whichever is shorter.
- (g) Employee retires. If a former employee returns from retirement within one (1) year, the break in service shall be removed from their record and the employee's seniority shall be restored minus the period of time off the payroll.

It is the employee's responsibility to keep the Employer informed of their current mailing address and phone number.

ARTICLE 8

LAYOFF AND RECALL

In the event the work force is to be reduced, the Employer agrees to provide affected employees as much advance notice as is administratively practical, but in no case will employees be laid off without at least ten (10) workdays written notice. Probationary employees in the affected job classification shall be terminated prior to any regular full-time or regular part-time employees being laid off. In the event that a layoff is still necessary following the termination of all probationary employees in the affected job class, all regular part-time employees shall next be laid off in their order of job class seniority, with the least senior being the first laid off. Thereafter, in the event that layoff is still necessary, the regular full-time employee with the least seniority in the job classification affected shall be the first laid off, provided the employee retained can perform the work available, as determined by the Employer.

A regular employee laid off shall have his/her name on the recall list for a period of one (1) year following the date of the layoff, during which period no vacancy in the job classification affected by the layoff may be filled by a new hire until all former employees on the recall list have been offered recall. On recall from layoff, former full-time employees who were laid off will be returned to work in the reverse order in which they were laid off, if they are qualified to perform the work available, as determined by the Employer. Former part-time employees shall be recalled following the recall of all former full-time employees and

shall have recall rights only to part-time positions. Employees to be recalled after being laid off shall be notified five (5) days in advance in writing by notice sent by certified mail, return receipt requested, to the last address shown on the employee's record. Former employees so notified must report for work no later than five (5) workdays following receipt of the recall notice. Failure to return shall result in the former employee being removed from the recall list.

Probationary employees have no layoff or recall rights.

ARTICLE 9 **VACATION LEAVE**

Regular full-time employees shall accrue paid vacation leave as follows:

- During the first five (5) years of continuous service, two (2) weeks
- After five (5) years of continuous service, three (3) weeks
- After fifteen (15) years of continuous service, four (4) weeks
- After twenty-five (25) years of continuous service, five (5) weeks

Regular part-time employees shall accrue paid vacation leave on a pro rata basis.

The scheduling of vacation leave is dependent upon the judgment and discretion of the Chief of Police. In emergency situations, the Chief may require the rescheduling of approved vacation leave when it is judged to be necessary. The determination of what constitutes an emergency rests with the Chief. Should an employee suffer monetary loss due to such rescheduling, the Employer shall reimburse the employee for such loss, e.g., non-refundable deposits or transportation rebooking fees. In order to be reimbursed, the employee shall provide the Employer with proof of such loss and that such deposits or purchases were made after the vacation was approved by the Employer.

Vacation pay will be at the employee's normal pay for the day(s) for which he/she would have been regularly scheduled to work. Upon resignation or termination, an employee shall be paid for all unused vacation left at the time of termination.

With the exception of the "floating" holidays that are available on January 1st in accordance with Article 11 of this Agreement, during the first year of employment an employee is not eligible to use accrued vacation leave. During subsequent employment years, regular full-time and regular part-time employees shall earn vacation time based upon straight time hours in paid status. Vacation shall not accrue during any period of unpaid leave.

Employees will be allowed to carry over up to one (1) years' accrued vacation.

ARTICLE 10 **SICK LEAVE**

Regular full-time employees shall accrue paid sick leave at the rate of eight (8) hours per month, up to a maximum of nine hundred-sixty (960) hours. Regular part-time employees shall accrue paid sick leave on a pro rata basis.

Sick leave may be used when the employee is unable to work due to a personal illness or injury. Sick leave may also be used for medical, dental and optical appointments when those appointments cannot be made during non-work time. Sick leave shall be granted in a minimum of one-half (½) hour increments. Employees shall normally give their supervisor at least two weeks notice when requesting sick leave for routine medical, dental, or optical appointments.

Accrued sick leave, not to exceed eighty (80) hours per fiscal year, may also be used to provide care and necessary attention to an ill or injured family member. Family member in this instance is defined to be a spouse, a dependent child, a parent, or a relative living in the employee's household.

A medical doctor's written verification of illness or injury may be required by the Employer for substantiation of an illness or injury.

The Employer will notify the employee prior to returning to work if a written verification of fitness for duty is required.

Sick leave may be used to make up the difference between Workers' Compensation pay and full pay. Sick leave will not be granted if an employee is injured while gainfully employed by a different employer.

ARTICLE 11 **HOLIDAY LEAVE**

a. For non-peace officer staff: Regular full-time employees are eligible for the following paid holidays each year: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Eve Day, and Christmas Day.

Regular part-time employees shall be paid pro rata for these holidays based on the number of hours they would normally have been scheduled to work, if any, had the day not been a holiday.

Regular full-time and regular part-time employees shall be paid for each of the holidays set forth in this Article occurring during a period in which they are in paid status. An employee required to work on a recognized paid holiday shall be paid at the rate of time and one-half (1 1/2) for all hours worked on the holiday. Holiday pay will be at the employee's normal rate of pay for the day on which he/she would have been scheduled to work.

To be eligible for holiday pay, an employee must have worked the last full scheduled workday immediately before and the first full scheduled workday immediately after each holiday, unless prior approval has been given for the employee to be on paid leave. An employee on layoff or unpaid leave is not eligible for holiday pay.

Paid holidays falling on Sunday will be observed on Monday. Paid holidays falling on Saturday will be observed on Friday.

b. For peace officer staff: Regular full-time employees who work on any of the following holidays will be paid their regular hourly wage plus time and one half (1½):

- New Year's Day, January 1
- Presidents' Day, the third Monday in February
- Memorial Day, the last Monday in May
- Independence Day, July 4
- Labor Day, the first Monday in September
- Veteran's Day, November 11
- Thanksgiving Day, the fourth Thursday in November
- Friday after Thanksgiving Day
- Christmas Eve Day, December 24
- Christmas Day, December 25

All employees covered by this Agreement will have two "floating" holidays added to their vacation accrual on January 1st each year.

ARTICLE 12 **FUNERAL LEAVE**

In the event of the death of a regular full-time or regular part-time employee's spouse, child (step), parent (step), brother (step), sister (step), spouse's parent (step), brother (step), sister (step), sibling's spouse, child's spouse, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law, said employee may be granted up to five (5) days leave of absence with pay for attendance at the funeral and for other related activities. One (1) day will be allowed for the funeral of an aunt or uncle and one-half (1/2) day for service as a pallbearer (not honorary) for persons other than listed above.

Requests for funeral leave shall be made either to your immediate supervisor or to the Chief of Police, specifying the approximate length of leave desired.

ARTICLE 13
MILITARY LEAVE

A full-time employee may be granted a military leave of absence with pay for a period up to thirty (30) days as prescribed by Section 29A.28 of the Code of Iowa. The Employer will pay the difference between the military pay and what the employee would have received if working. Proof of the military pay received shall be submitted upon return to work.

The Employer recognizes an employee's re-employment rights upon return from military leave in accordance with the applicable federal and state laws.

ARTICLE 14
JURY DUTY LEAVE

An employee required to serve as a juror shall receive his/her regular wages. In order to receive payment for such duty, the employee must submit certification of service and assign all payments received to the Employer. When released from jury duty during work hours, the employee will report to work immediately unless two (2) hours or less are left in the workday.

ARTICLE 15
LEAVE WITHOUT PAY

The Chief of Police may approve unpaid leaves of absence for regular employees who request time off from work and who have no paid leave time available. The City, in establishing policies related to leaves of absence, reserves the sole right to determine if an employee will be granted leave, unless the granting of such leave is mandated by law or by collective bargaining agreement.

As soon as an employee becomes aware of the need to request an unpaid leave, a request must be submitted in writing to the supervisor, setting forth the reason for the leave, the date on which it is requested to begin and the date on which it is requested to end.

Unpaid leave may be granted for a maximum of twelve (12) months, and may be approved for use all at once or on an intermittent basis. If used intermittently, the leave must be used in increments of no less than four (4) hours. An employee must use all available vacation leave before being granted unpaid leave. If sick leave is applicable, that must be exhausted, as well.

While on approved unpaid leave, benefits and seniority will not accrue, except that during the first ninety (90) days of approved unpaid leave the Employer will continue to make its contribution to employee insurance plans so long as the employee continues, during that period, to pay the employee's share, if any. Thereafter, if the employee wishes to continue insurance coverage and if doing so is allowed by the carrier, he/she will be responsible for both the Employer's and the employee's share of premiums. Premiums must be paid directly to the City Clerk. Arrangements for the time of payment must be made with the City Clerk prior to the employee going on leave.

If approved, leaves of absence without pay will be granted for specific periods of time. If an employee is unable to return to work at the end of the authorized leave period, an extension must be requested by the same procedure as the original request. Absent an approved extension of leave, if an employee fails to return to work on the date originally approved, he/she will be considered to have voluntarily resigned employment.

ARTICLE 16
HOURS OF WORK AND OVERTIME

The purpose of this Article is to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or days of work per week. Determination of daily and weekly hours of work shall be made by the Chief of Police.

During an employee's normal shift, the Employer will grant a thirty (30) minute paid lunch time and two fifteen (15) minute paid rest periods. The times for lunch and rest periods will be set by the Chief.

Police officers work five (5) days on/two (2) days off or six (6) days on/three (3) days off. The sixth (6th) day does not constitute overtime. Non-police officers work a five (5) day/forty (40) hour week.

Court time is defined as off duty time spent either in court or on the telephone and participating in a court proceeding, for which a minimum of two (2) hours' straight time wages will be paid.

OVERTIME. Overtime shall be paid at the rate of one and one-half (1½) times the employee's straight time hourly rate for hours actually worked in excess of the employee's scheduled hours. Overtime is defined as work performed in excess of eight (8) hours per day.

An employee called back to work after the normal shift has ended will be paid a minimum of two (2) hours of overtime.

Paid vacation leave and paid sick leave shall not count as time worked for the purpose of computing overtime.

ARTICLE 17

DUES CHECKOFF AND INDEMNIFICATION

Upon receipt of a lawfully executed, written authorization from an employee, which may be revoked in writing at any time in accordance with state law, and the Employer agrees to deduct the regular Union dues and DRIVE contributions of such employee from his/her pay and remit such deductions by the fifteenth day of the succeeding month. Along with the remittance, the Employer will provide the names of employees hired, laid off, suspended or terminated during the month. The Union will notify the Employer in writing of the amount of such membership dues, initiation fees and other uniformly applied Union assessments to be deducted.

The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

The request form authorizing monies to be deducted shall be provided by the Union. Union dues will be deducted from each paycheck. The amount will be established by the Union as monthly dues. The amount deducted shall be paid to the Treasurer of the Union.

Upon receipt of written authorization from the employee, a standard dollar amount will be deducted from the employee's regular paycheck by the Employer. Thirty (30) calendar days advance notice must be given to the Employer before the first deduction will be made or any change in or discontinuation of the deduction is to be made.

ARTICLE 18

UNIFORMS

The Employer will have the right to determine initial issuance of uniforms. After one (1) year of employment, police officers will receive \$600 per year for a clothing allowance. The allowance will be given in two (2) equal installments (\$300 on January 1st and \$300 on July 1st). Officers may choose whether they would like their clothing allowance as a part of their paychecks or whether they want to spend their allowance by purchasing directly through the City. If the uniforms are purchased through the City and the amount allotted is exceeded, the officer must reimburse the City for the amount in excess of the allotment. If an officer does not use an entire allotment, it will be carried over for later use. Purchases allowed include the original uniform replacement (shirts, pants, ties, jackets, etc.).

An officer who fails to complete one (1) year of employment must return the initial issuance of uniforms to the Chief of Police.

ARTICLE 19
INSURANCE

The Employer agrees to provide for each eligible regular full-time employee the following insurances chosen by the City Council: health, dental, short-term disability, long-term disability, term life and AD&D.

The insurances referred to in this Agreement, including coverage and eligibility, shall be the same as that which was in effect as of July 1, 2004. The Employer shall pay 90% and the employee shall pay 10% to the monthly cost of insurance for employee and dependent coverage (see Appendix A).

ARTICLE 20
WAGES

The base pay of employees covered by this Agreement shall be increased by two percent (2%) for the period of July 1, 2006 through December 31, 2006 and increased by two percent (2%) for the period January 1, 2007 through June 30, 2007 (See Appendix B).

ARTICLE 21
LONGEVITY PAY

Longevity pay shall be granted in accordance with the following schedule:

After five (5) years of service, two cents (\$0.02) per hour times years of service.

ARTICLE 22
RESIDENCY REQUIREMENTS

All employees, except the Administrative Assistant, must live within twenty (20) miles of the corporate limits of the City of Adel as they now exist and hereafter exist. Such twenty (20) miles will be measured on a drivable route from the City limits to the employee's residence.

A tolerance of less than one (1) mile over the stated limit may be granted after review and final approval by the Chief of Police, taking into consideration road conditions and other factors that may have a bearing on year-round accessibility.

Employees wishing to establish residence outside the corporate limits of the City shall inform the Chief of Police of their intention at least twenty (20) days prior to actually assuming residence at the new location.

ARTICLE 23
FINALITY AND EFFECT

This Agreement constitutes the entire agreement between the parties and concludes collective bargaining for its term.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject not removed by applicable law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Union, for the life of this Agreement, voluntarily and unqualifiedly waives any right which might otherwise exist to negotiate over any matter during the term of this Agreement, and agrees that the Employer shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE 24
DURATION

This Agreement shall be effective on July 1, 2006, and shall continue in full force and effect until its expiration on June 30, 2007.

Signed this 27th day of February, 2006.

By: [Signature]
Mayor

By: [Signature]
Chief of Police

By: [Signature]
City Council Member

By: [Signature]
Bargaining Team Member

By: [Signature]
Bargaining Team Member

By: [Signature]
Business Representative

By: [Signature]
Principal Officer, Local 238

APPENDIX A

City of Adel, IA
EFFECTIVE 7-1-04

	SINGLE		EMPLOYEE + SPOUSE		EMPLOYEE + CHILDREN		EMPLOYEE + SPOUSE + CHILDREN	
	ALLIANCE SELECT	BLUE ACCESS	ALLIANCE SELECT	BLUE ACCESS	ALLIANCE SELECT	BLUE ACCESS	ALLIANCE SELECT	BLUE ACCESS
Medical	408.82	357.11	837.26	731.36	773.90	676.01	1254.67	964.20
Dental	26.74	26.74	54.66	54.66	57.30	57.30	90.33	90.33
TOTAL MONTHLY	435.56	383.85	891.92	786.02	831.20	733.31	1345.00	1054.53
City share monthly	383.85	383.85	707.42	707.42	659.98	659.98	949.08	949.08
Employee share monthly	51.71	0.00	184.50	78.60	171.22	73.33	395.92	105.45
Employee share per pay period	25.86	0.00	92.25	39.30	85.61	36.67	197.96	52.73
Deductible	500.00	500.00	500/1000	500/1000	500/1000	500/1000	500/1000	500/1000
Out of Pocket Maximum	1500.00	1000.00	1500/3000	1000/2000	1500/3000	1000/2000	1500/3000	1000/2000
Co-Insurance (IN NETWORK)	10%	10%	10%	10%	10%	10%	10%	10%
Co-Insurance (OUT OF NETWORK)	30%	No coverage unless emergency	30%	No coverage unless emergency	30%	No coverage unless emergency	30%	No coverage unless emergency
Office visit co-pay	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Emergency room co-pay	50.00	None	50.00	None	50.00	None	50.00	None
Prescription drug plan	10/25/40	10/25/40	10/25/40	10/25/40	10/25/40	10/25/40	10/25/40	10/25/40

APPENDIX B

JOB CLASSIFICATIONS AND HOURLY WAGE RATES

Job Classification	Current Hourly	Annual	2.00% 7/1/2006 Hourly	Annual	2.00% 1/1/2007 Hourly	Annual
Non-Certified Officer			\$12.25	\$25,500.00	\$12.51	\$26,541.22
Certified Officer			\$13.25	\$27,560.00	\$13.52	\$28,111.20
Certified after 1 year			\$14.25	\$29,640.00	\$14.54	\$30,232.80
Sergeant			\$17.67	\$36,753.60	\$18.02	\$37,488.67
Officer Hulse	\$16.34	\$33,987.20	\$16.67	\$34,666.94	\$17.00	\$35,360.28
Officer Keller	\$16.05	\$33,384.00	\$16.37	\$34,051.68	\$16.70	\$34,732.71
Officer Sparling	\$15.97	\$33,217.60	\$16.29	\$33,881.95	\$16.62	\$34,559.59
Officer Wright	\$15.11	\$31,428.80	\$15.41	\$32,057.38	\$15.72	\$32,698.52
Officer Seiler	\$14.79	\$30,763.20	\$15.09	\$31,378.46	\$15.39	\$32,006.03
Adm Asst Riley	\$13.62	\$28,329.60	\$13.89	\$28,896.19	\$14.17	\$29,474.12